

CITY OF HOMER
HOMER, ALASKA

ORDINANCE 84-27

AN ORDINANCE CREATING TITLE 2 OF THE HOMER CITY CODE, RECORDS
MANAGEMENT

Sections:

- 2.01.010 Short title -- Purpose
- 2.04.010 Definitions
- 2.08.010 Management of Public Records

2.01.010 Short title -- Purpose. This chapter is intended to provide the City of Homer with a comprehensive system for the creation, acquisition, use, preservation, security, maintenance, transmission, retention, dissemination, and disposal of city information contained in record medium.

0.04.010 Definitions. A. Record. The term record includes all recorded information acquired or stored by the city for future use or preservation, including any document, paper, book, letter, photograph, microfilm, map, drawing, chart, card, magnetic media or computer printout.

B. Record Series. A record series is any group of identical or related records which are normally used and filed as a unit and which permit evaluation as a unit for retention scheduling purposes. Each record series shall be segregated according to series and the year of acquisition.

C. Vital Records. Vital records are those records necessary to assure continuance of essential governmental operations to protect the legal and financial operation of the city in the event of disaster or catastrophic loss of the city records.

D. Legal Value. A record has legal value if it relates to current or possible legal action by or against the city and records relating to land, construction, legislative and judicial actions of the Homer City Council, for potential court claims.

E. Historical Value. A record series has historical value if it will be useful at a later date in reconstructing a general history of the development and government of the City.

F. Active Records. Those departmental records maintained by the department liaison which are not classified as vital, legal or historical records.

G. Inactive Records. Those records transferred from departmental active records files to central storage which are held until destruction.

H. Micro-media. The filming media application meaning microfilm, microfiche, aperture or other recognized standard records film method.

2.08.010 Management of Public Records A. Records' Manager. The City Clerk is the Records' Manager for the City of Homer. The Clerk will develop, maintain and coordinate the operations of the

B. Department Records' Liaison. Each department Head shall appoint a departmental records' liaison. The liaison shall act as custodian of all departmental records except that the City Clerk shall provide for the physical security of all original signature documents classified as vital, legal or historical.

C. Records Inventory. The City Clerk shall take and maintain an inventory of the city records. The inventory shall be reviewed and revised annually, and shall set forth each record series being developed, used, stored or scheduled for disposal by the city.

D. Computerized Records. The City Clerk shall cause records stored in computer memory device systems to be reviewed, stored and destroyed in the same manner and at the same time as if the records were maintained in written, printed or photographic form.

E. Records Classification and Procedure. The City Clerk shall develop and provide each department with a records classification and procedures manual.

F. Inactive Records Storage. The City Clerk shall make provisions for and manage a central inactive records storage center and shall develop a general schedule for the annual relocation of inactive records to the storage center. Wherever possible, only one copy of documents duplicated in the records series of several departments shall be retained.

G. Records Retention. The Council shall adopt by resolution a schedule setting forth minimum time schedules for the retention of particular types of records series relocated to the centralized inactive storage. Records series shall be reviewed and updated annually by the records manager with appointed custodians of each department to ensure that all active records series kept and maintained by the City are adequately described, to provide for necessary changes, additions and deletions to the manual, and to ensure compliance with state and federal law.

H. Records Destruction. The records manager shall develop a schedule for the destruction or other disposal of obsolete records at the end of the retention period established for that type of records series. This schedule shall not apply to records of vital, historical, legal or financial value. Thirty days prior to destruction of any record, the records manager shall circulate to each department head for comment a detailed listing of all records series to be destroyed, and to obtain his recommendations as to which relocated records may be of historical, vital, legal or financial significance, and which records are of sufficient importance as to warrant continued storage of a certified duplicate and/or microform. The Clerk shall maintain a permanent log of all records which have been destroyed. The City Clerk shall report to the City Council by March 31st of each year a detailed description of all records series to be removed from active departmental files to the centralized records center. The clerk shall also inform the Council of all obsolete records destroyed during the preceding year. The records log of destroyed records or records series shall be evidence that all records

I. Records Certification. Certification of documents shall be made from the original signature document. Certification of any record, record series or record duplicate by the Clerk or by a departmental records custodian shall constitute evidence that the stored or duplicated record is a true and accurate copy of that record or record series as maintained by each of the city's serveral departments. The microform operator shall certrify that the duplicates are true and accurate copies of the records contained therein. The clerk shall prescribe standards of clarity and reproduction for all city records. The clerk may replace any original record which is lost, worn or damaged by a certified copy of that record, and the replacement shall be considered an original record for all purposes.

J. Records Release. The clerk shall provide to all city departments and to the general public all retrieval, duplication and distribution of all records stored in custody, unless restricted or confidential.

K. Micro-Media. The Clerk shall have the authority to provide for use of micro-media; ie. film, fiche, aperture or other appropriate application as determined to be the best suited for filming of the document. Records considered to be of vital, historical, legal or financial value to the City shall be duplicated on micro-media deposited with the state archivist or in a secure, bonded vault physically removed from the City Administration Building.

CITY OF HOMER


Erle Cooper, Mayor

Attest:


Kathleen Herold, City Clerk

Approved as to form and content this

24th day of September, 1984. ARH

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Public Hearing: September 10, 1984

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